

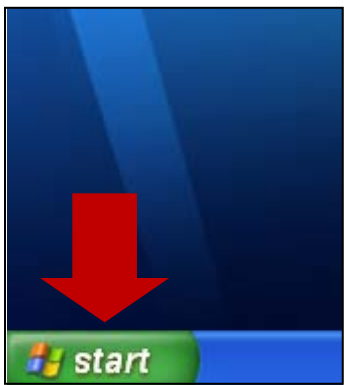

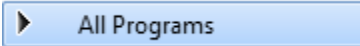
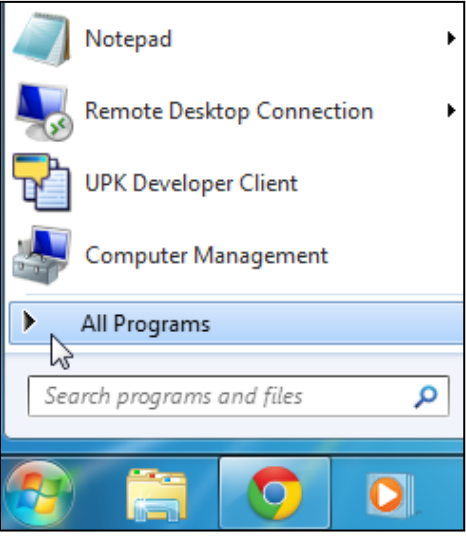
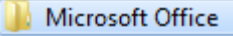
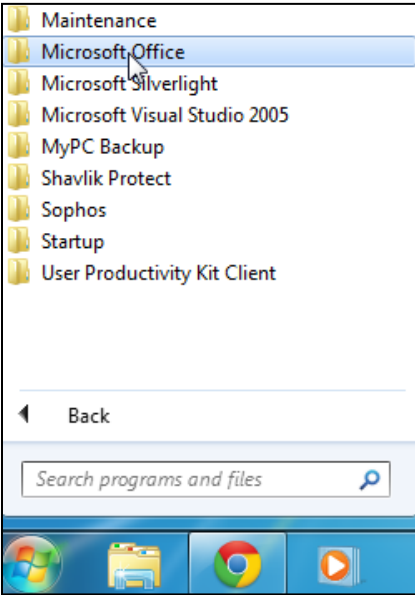
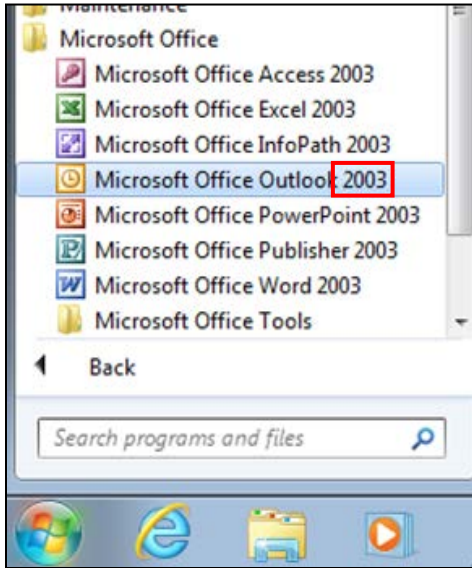
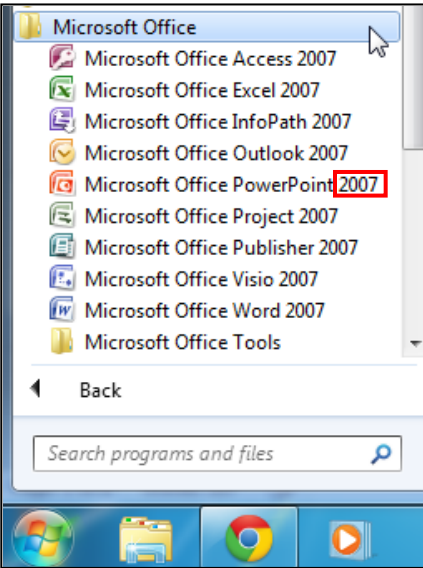


## Finding Your Current Microsoft Office Version

Step	Action	
1.	<p>From your desktop, click on the windows <b>Start Menu</b> at the bottom left-hand side of your screen.</p> <p>Note: The start menu icon may differ depending on your operating system: Windows 7, XP, or 2000. However, the operating system does not indicate your Office version.</p> 	<div style="display: flex; align-items: center; justify-content: space-around;">  <span>OR</span>  <span>OR</span>  </div> <div style="display: flex; align-items: center; justify-content: space-around; margin-top: 10px;"> <span>Windows 7</span> <span>Windows XP</span> <span>Windows 2000</span> </div>
2.	<p>Click on the <b>All Programs</b> menu.</p> <p>Note: The screen image may differ slightly from the one shown; however “All Programs” will be on your Start Menu list.</p> 	

Step	Action	
3.	Click the <b>Microsoft Office</b> folder in the “All Programs” menu.  	
4.	Within your Microsoft Office folder, all of your current Microsoft Office applications (Word, Excel, PowerPoint, Outlook, etc.) appear.  Next to each, you will find the year.  <i>Note: If there is more than one year listed, your current version is based on the most recent year.</i>	<div>  </div> <div>OR</div> <div>  </div>

Step	Action																																									
5.	<p>If your version is 2003, please review the training tutorials, watch the videos, or take the UPKs for 2003 users (the content is the same in each).</p> <p>If your version is 2007 or higher, you only need to review instructions that pertain to 2007 users.</p>	<div><div><a href="#">Link to Training Content</a></div><div><div>Education</div><p>These tutorials provide a basic walk through of key functions of the OWA user interface. Staff should take the opportunity to review them before their department migrates. Although these tutorials do not show all the capabilities of OWA they address the most beneficial basic operations of the application. The primary focus of these tutorials are the over 6,000 staff who will be moving from Outlook 2003.</p><table><thead><tr><th>Tutorial Title</th><th>PP Storyboards</th><th>Video</th><th>UPK</th></tr></thead><tbody><tr><td>Office 2003</td><td></td><td></td><td></td></tr><tr><td>#1 - OWA - General Overview</td><td>OWA # 1</td><td>V#1-CC</td><td>-</td></tr><tr><td>#2 - Outlook Tab - Overview</td><td>OWA # 2</td><td>V#2-CC</td><td>-</td></tr><tr><td>#3 - People Tab - Overview</td><td>OWA # 3</td><td>V#3-CC</td><td>-</td></tr><tr><td>#4 - Calendar Tab - Overview</td><td>OWA # 4</td><td>V#4-CC</td><td>-</td></tr><tr><td>#5 - Outlook Tab - Compose / Send Message</td><td>OWA # 5</td><td>V#5-CC</td><td>-</td></tr><tr><td>#6 - Calendar Tab - Create / Schedule Event</td><td>OWA # 6</td><td>V#6-CC</td><td>-</td></tr><tr><td>#7 - People Tab - Create / Edit / Delete Contact</td><td>OWA # 7</td><td>V#7-CC</td><td>-</td></tr><tr><td>#8 - Outlook Tab - Create Task</td><td>OWA # 8</td><td>V#8-CC</td><td>-</td></tr></tbody></table></div></div>	Tutorial Title	PP Storyboards	Video	UPK	Office 2003				#1 - OWA - General Overview	OWA # 1	V#1-CC	-	#2 - Outlook Tab - Overview	OWA # 2	V#2-CC	-	#3 - People Tab - Overview	OWA # 3	V#3-CC	-	#4 - Calendar Tab - Overview	OWA # 4	V#4-CC	-	#5 - Outlook Tab - Compose / Send Message	OWA # 5	V#5-CC	-	#6 - Calendar Tab - Create / Schedule Event	OWA # 6	V#6-CC	-	#7 - People Tab - Create / Edit / Delete Contact	OWA # 7	V#7-CC	-	#8 - Outlook Tab - Create Task	OWA # 8	V#8-CC	-
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